

# EMPLOYEE COVID-19 POLICIES

## WHAT TO EXPECT WHEN COMING TO WORK

- MUST WEAR FACE MASK TO WORK!
  - Failure to do so, the individual will be sent home.
- Each employee will have their temperature taken by the Manager/Supervisor upon entry of workplace.
  - The individual will be sent home if temperature is over 100F (37.8C).
- If the individual is experiencing COVID-19 Symptom, such as Fever, Coughing , Shortness of Breath, Fatigue, they are mandated to STAY HOME and contact the employer for further instructions.

## WHAT TO EXPECT WHEN WORKING YOUR SHIFT

- Must maintain 6ft distance from others when working.
  - Only 2-3 employees will be scheduled to work each shift.
  - Only ONE person is designated to work each station.
    - Employees are NOT to use or share others' workspaces/equipment.
- All employees must follow "CLEANING POLICIES" to ensure safety precautions are being met for customers and employees.
  - Properly wash your hands after every activity and after servicing each customer.
    - Hand Sanitizers are available if you are unable to reach a hand-washing sink.
  - Clean and Sanitize frequently-touched surfaces (i.e. register, phone, door, counter tops) after every use or every 30 minutes.
- If employee are exhibiting flu-like symptoms, they will be sent home.
- Managers/Supervisors are responsible to ensure all protocols are being met.
  - If employee fails to follow protocol numerous times, employment will be ceased.
- If the employee is taking customers' orders, they must instruct them to do the following:
  - Must have mask on when the employee delivers their order.
  - Must turn off any mechanical ventilation (i.e. fan and A/C) of the vehicle before delivering the food.
  - Must stay inside their vehicle when ordering or receiving their order.

# **CUSTOMER COVID-19 POLICIES**

- NO ENTRY in the establishment
- Please wait inside your car to be attended.
- FACE MASKS ARE REQUIRED!
- Sanitize your Hands!
- Please practice Social Distancing!
- Please turn off any mechanical ventilation (i.e. fan or A/C) before we deliver your food.
- If you are experiencing COVID-19 symptoms, such as Fever, Coughing, Shortness of Breath, Fatigue
  - Please STAY HOME and request for home delivery or have someone else pick up for you.

**\*WE HAVE THE RIGHT TO REFUSE SERVICES\***

# HIDE YAKITORI CLEANING POLICIES

## CLEANING & SANITIZING

- Cleaning and sanitizing are not the same. Clean with soap and water to remove dirt and food from surfaces. Sanitize with chemicals or heat to remove germs.
- Clean and Sanitize surfaces that are frequently touched.
  - Examples include tables, chairs, door knobs, the register, the phone, kitchen counters, etc.
- Food-contact surfaces should be washed, rinsed, and sanitized after each use.
- Restrooms must be cleaned and sanitized twice each shift or after each shift.

## PROPER HAND WASHING

- Wash hands thoroughly with soap and warm water for at least 20 seconds.
- Dry hands with paper towels and throw the paper towel in the trash.

### REMEMBER TO WASH HANDS:

- After coughing, sneezing, and wiping your nose.
  - After using the restroom.
  - When preparing food.
  - After touching your face and hair.
  - After handling dirty equipment or utensils.
  - Whenever they become dirty.
  - After handling money or other forms of payment.
- Hand Sanitizers are available if you are able to reach a hand-washing sink.

## PREVENT THE SPREAD

- All employees must practice good hand washing and hygiene.
- Avoid bare hand contact with ready-to-eat foods.
- Completely clean work areas using bleach cleaning steps.
- DO NOT COME TO WORK WHEN SICK!

## BLEACH SOLUTION

MIX 1 TABLESPOON BLEACH TO 1 GALLON OF WATER

- Use bleach in open areas.
- DO NOT mix with other chemicals or soap.
- Use gloves when disinfecting an area and throw them in the trash with finished.
- Prevent chemical contact with food during cleaning.